

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by performing clerical duties and providing administrative support. The incumbent of this class acts as receptionist for the Police Chief's office, and is in frequent contact with the public. The Secretary to the Police Chief maintains records for the Police Chief, types reports, and assists with financial management duties. The employee of this class performs routine duties independently, with instruction for special assignments received from the Police Chief. The Secretary to the Police Chief is responsible directly to the Police Chief, who directs and reviews work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Places and receives telephone calls for the Police Chief. Schedules appointments for the Police Chief as directed, keeps records of the Police Chief's schedule, and notifies the Police Chief of appointments, meetings, or other scheduled events. Acts as receptionist for any visitors to the Chief's office, screens visitors, and directs them to other individuals or officers when necessary. Opens incoming mail, and processes outgoing mail and interdepartmental correspondence. Answers questions about the operation of the department, and handles any routine requests by visitors to the office.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Police Chief. Replies to any routine correspondence or requests on own initiative following departmental procedures, or from oral or written directions by the Police Chief. Takes minutes or notes at meetings. Fills out all forms or records required or assigned to the position. Compiles and organizes data needed for reports, including charts, graphs, and related department documents. Writes reports as directed by the Police Chief.

Sets up filing system for correspondence, cards, forms, records and reports, and revises such system when necessary. Maintains department personnel records, including confidential material, as required or directed by the Police Chief. Enters, locates, and retrieves information or documents which are stored in hard copy files, or in the computer database. Briefly reads or

reviews incoming materials and sorts according to subject matter. Files correspondence, cards, forms, records, or reports. Receives department records and reports submitted to the Police Chief, checks them for completeness, accuracy, and conformity to established procedures, and processes or files them according to department procedures. Keeps records on the location of materials removed from files, to whom materials were released, and traces missing files. Develops new procedures for office functions when necessary. Operates a copying machine, facsimile machine, and calculator or computer software application to assist in mathematical computations.

Makes calculations necessary to compute payroll; computes salaries, hours, overtime, and related data. Takes complaints from employees about pay and deals with payroll section regarding payroll issues. Posts items to journals, ledgers, or other accounting records, and balances these monthly. Assists the Chief in the preparation of the departmental budget. Orders supplies and equipment. Locates repair services, and arranges for repairs and maintenance of all assigned equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must not be less than eighteen (18) years of age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.